

303994

EVENT NAME Reno Earth Day 2014

EVENT LOCATION Idlewild Park

EVENT DATES AND TIMES

Setup Date	04/26/2014	Setup Start Time	5:00pm
Event Start Date	04/27/2014	Event End Date	04/27/2014
Daily Event Start Time	10:00am	Daily Event End Time	5:00pm
Dismantle Date	04/27/2014	Dismantle End Time	8:00pm

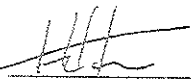
EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

Reno Earth Day is a FREE community gathering promoting healthy, earth-friendly habits, technologies and philosophies in a festival atmosphere. There will be live entertainment, animals, workshops and games, fascinating exhibits and educational activities for all ages!

ON SITE CONTACT Anastacia Sullivan ON SITE NUMBER (775) 771-1828

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno. **Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE 

EVENT COORDINATOR'S NAME Heather Howell

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
- ☒ Special Event – Parks
- ☐ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☒ Amplified Sound/Multimedia  
*Attachment A Required*
- ☐ Street/Sidewalk Occupancy  
*Attachment B Required*
- ☒ Alcohol Service  
*Attachment C Required*
- ☒ Vendors/Exhibitors  
*Attachment D Required*
- ☐ Privileged Sales  
*Attachment E Required*
- ☒ Event Set-Up  
*Attachment F Required*
- ☒ Park Usage  
*Attachment G Required*
- ☒ Food/Beverage Service  
*Contact Washoe County  
Environmental Health Services  
(775) 328-2620*

*This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.*

HOST ORGANIZATION	Mercury	EVENT COORDINATOR	Heather Howell
MAILING ADDRESS	2700 Scholl Drive	CITY/STATE/ZIP	Reno, NV 89503
DAYTIME PHONE	775-771-1828	CELL PHONE	775-771-1277
		FAX	775-329-4844
WEBSITE	www.renoearthday.com	EMAIL ADDRESS	renoearthday@gmail.com
ONSITE CONTACT	Anastacia Sullivan	CELL PHONE	775-762-0651
PUBLIC CONTACT	Todd Howell	DAYTIME PHONE	775-771-1277
FEDERAL TAX ID	46-2264332	<input type="checkbox"/> HOST ORGANIZATION IS NON-PROFIT <small>Proof of current non-profit status <u>must</u> be included with application.</small>	

ANTICIPATED ATTENDANCE: DAILY 15,000 TOTAL 15,000

☒ OPEN TO THE PUBLIC      ☐ ADMISSION WILL BE CHARGED \$\_\_\_\_\_

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00			
Application Processing Fee* 50+ Vendors	<input checked="" type="checkbox"/>	\$258.00		DATE ENTERED	
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x		FAX TO	
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x			<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x			<input type="checkbox"/> Zoning
Fire Inspection	<input checked="" type="checkbox"/>	\$111.00			<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/>	TBD	Refer to "FD" Section	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/>	TBD	Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/>	TBD	Refer to Reno Municipal Code		
*Application fees must be paid at the time the application is submitted and are not refundable under any circumstances*					
TOTAL FEES				INITIALS	
TOTAL PAID					

### 3. Additional Information:

Will you be using any of the following? Check all that apply:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Flammable or compressed gases  | <input type="checkbox"/> Exit obstructions                      | <input type="checkbox"/> Dust or spark production    |
| <input type="checkbox"/> Fire lane or hydrant obstruction                                       | <input checked="" type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers                   |
| <input checked="" type="checkbox"/> Cooking vendors   | <input type="checkbox"/> Indoor vehicle display                 | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input checked="" type="checkbox"/> Fenced area or building to be occupied by 50 or more people |   |  |

### Separate Permit Requirements:

#### One or more of the following activities (\$85)

- ☐ Open flame devices

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

- ☐ Canopies in excess of 400 square feet

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

- ☐ Tents in excess of 200 square feet

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

- ☐ Indoor demonstration cooking

#### Pyrotechnic activity (\$225)

- ☐ Pyrotechnics

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

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#### For Additional Information Contact:

Reno Fire Department

775-334-2300

775-334-3826 FAX

RFDSpecialEvents@reno.gov

## DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☒ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

Describe refuse removal plan:

We will also have WM donated recycling and composting receptacles and most likely a Zero Waste zone with designated receptacles. We also plan on continuing the e-waste recycling at Reno H.S and to have a paper recycling bin there.

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☒ cans

☒ plastic bottles

☒ paper materials

☒ cardboard

☒ other

Describe recycling plan if event is not taking place in a City park:

We will have WM donated recycling and composting receptacles being loaned for the event.

How will you promote recycling at your event?

Although we are in a City park, our entire event is focused on recycling technologies, habits and education. All personnel will be modeling and monitoring recycling as a key component of the Reno Earth Day event.

CITY OF RENO  
SOUND AMPLIFICATION/MULTIMEDIA PERMIT

- Revised 07.05.12 : Page 1 of 1

**SPECIAL EVENT & ACTIVITY PERMIT APPLICATION  
ATTACHMENT C**

**SPECIAL ACTIVITY/EVENT ALCOHOL SERVICE PERMIT**

Application Date: 01/08/2014 Event Date: 04/27/2014 Name of Event: Reno Earth Day 2014

Event Location(s): Idlewild Park Liquor License Name/Number \_\_\_\_\_

**ALCOHOL/VENUE SERVICE REQUIREMENTS** Great Basin + maybe another or have them do more than one

1. Outdoor alcohol sales/service is limited to beer, wine and commercially premixed beverages only. On-site mixing of beverages containing hard liquor/spirits is prohibited at events held on City of Reno property.
2. For events held on City of Reno property, all alcoholic beverages will be served in plastic or paper containers that do not exceed 16 oz. Alcohol vendor must keep any glass containers that are used in their booth space and must recycle them properly at the end of the event.
3. For events held in downtown Reno, all alcoholic beverages will be served in custom plastic or paper containers that do not exceed 16 oz. and have the event logo and date imprinted on them. Wristbands must be issued after proof of age is checked.
4. Alcohol sales, consumption and possession will be restricted within a defined and designated Special Event or Activity Area. A sober responsible adult of at least 21 years of age will be assigned to each alcohol sales or distribution point. Security and/or Event Personnel are responsible for checking the identification of patrons to ensure alcoholic beverages are not sold or furnished to minors or grossly intoxicated person(s). Security personnel will be posted at the entrance(s) and exit(s) to the defined alcohol venue to control the activity as described above.
5. A method of defining the boundaries of the designated alcohol zone is required. The purpose of defining the alcohol zone is to restrict the possession and consumption of alcohol to a defined area for participants, vendors and the public. Alcohol zone boundaries can be established via the creation of "beer gardens" or other clearly defined event boundaries. Event alcohol boundaries may be delineated by the usage of fencing, steelcades, barricades, signage, or security personnel as approved by the committee. Posting of signage indicating "No Alcohol Beyond This Point" or similar wording is required.
6. Alcohol sales will cease one (1) hour prior to the scheduled daily end time of the event.
7. It is understood that it is a violation of this special event alcohol permit if minors are in possession of alcohol, sales of alcohol to minors occur, and/or gross intoxication of participants is permitted, and/or operations are conducted without proper licensing. The Police, Fire, Public Works, Parks and Recreation and Business License Departments, the City Manager and/or his designee may direct that all alcohol sales within the event be terminated for the remainder of the event or other corrective action be taken, as deemed necessary.
8. Any changes or additions to the conditions above will only be made in writing, and agreed to by both parties in advance of the event.
9. If applicant(s) fails to comply with all local laws, terms and conditions of this agreement, the City may terminate the alcohol sales/service and/or prohibit the event from being held.

\_\_\_\_\_  
Signature of Liquor License Holder

\_\_\_\_\_  
Date

**FOR POLICE DEPARTMENT USE ONLY**

Wristbands Required

☐ Yes☐ No

Custom Cup Required

☐ Yes☐ No

Hand Stamp Required

☐ Yes☐ No

Required ID Check Performed at Alcohol Service Location

☐ Yes☐ No

Authorized Number of Alcohol Service Locations/Beer Gardens \_\_\_\_\_

Locations \_\_\_\_\_

Signage Required \_\_\_\_\_

☐ Yes☐ No

Type of Alcohol Zone Boundary Designation \_\_\_\_\_

Event Closure Time \_\_\_\_\_

Alcohol Sales Must Stop At \_\_\_\_\_

Approval of this event will require that the promoter hire uniformed Security personnel from a licensed City of Reno security agency. Volunteer staff can assist with overseeing the event.

☐ Yes

This event requires uniformed Reno Police Officers, an estimate will be provided prior to the event through the Special Events permit process.

☐ Yes

No uniformed security required due to the size and nature of the event.

☐ Yes

Minimum Uniformed Security Officers Required \_\_\_\_\_

Volunteer Security Minimum \_\_\_\_\_

Additional Comments:

RPD Review By: \_\_\_\_\_

- This permit must be in the possession of the person coordinating the Special Activity or Event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

**IMPORTANT RULES/GUIDELINES**

- Alcohol purchased inside a casino, bar, or liquor store may not be consumed outside.
- Alcohol vendors must apply wristbands to patron's wrist after confirming he/she is 21 years old or over.
- Alcohol vendors will serve alcohol in approved plastic cups only. No other container is acceptable.

## SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

### VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

*A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.*

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.\*

*\*Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name Reno Earth Day 2014 Event Date 04/27/2014  
Number of Vendors/Exhibitors 100+

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

## VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #
Rocky Mountain Chocolate Factory	Food	Reno, NV	Y
Koko's Teriyaki	Food	Reno, NV	Y
Goodies	Food	Reno, NV	Y
Reno Bike Project	Bike Valet	Reno, NV	Volunteer/ NP
Bob FM	Radio	Reno, NV	Y
Wilks Broadcasting	Radio	Reno, NV	Y
AJ Video	ATM/Treats	Reno, NV	Y
Planned Parenthood	Edu	Reno, NV	NP
Full Circle Compost	Edu	Reno, NV	Y
Girl Scouts of Sierra Nevada	Edu	Reno, NV	NP
Computer Corps.	Edu	Carson City, NV	NP
Future Kind	Edu	Reno, NV	NP
Kiwanis Bike Program	Bike Swap	Reno, NV	NP
Chakra Village	Edu/Activity	Jacksonville, OR	Volunteer/NP
Solar Universe	Edu	Reno, NV	Y
Animal Ark	Edu	Reno, NV	NP

## VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #
Black Rock Solar	Edu	Reno, NV	NP
California Transplant Donor Network	Edu	Reno, NV	NP
Campie's Lavender Patch	Sale/FM	Stagecoach, NV	Y
Juice Plus	Sale/Info	Reno, NV	Y
Sierra Nevada Journeys	Edu/Activity	Reno, NV	NP
Church of Inner Light	Edu	Reno, NV	NP
Crafts by Neddle	Sale	Reno, NV	Temp
Envirolution	Edu	Reno, NV	NP
Electric Auto Association of Nevada	Edu/Activity	Reno, NV	NP
Desert Tortoise Tie Dye	Sale	Fernley, NV	Temp
Prism Magic	Sale	Sparks, NV	Temp
Friends of Nevada Wilderness	Edu	Reno, NV	NP
Sippin Good	Food	Reno, NV	Y
Nevada Connections Academy	Edu	Reno, NV	NP
Great Basin Brewing Company	Beer	Reno, NV	Y
Heart to Hand School	Edu/Activity	Reno, NV	NP

## SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT G

### RULES AND REGULATIONS FOR PARK SPECIAL EVENTS

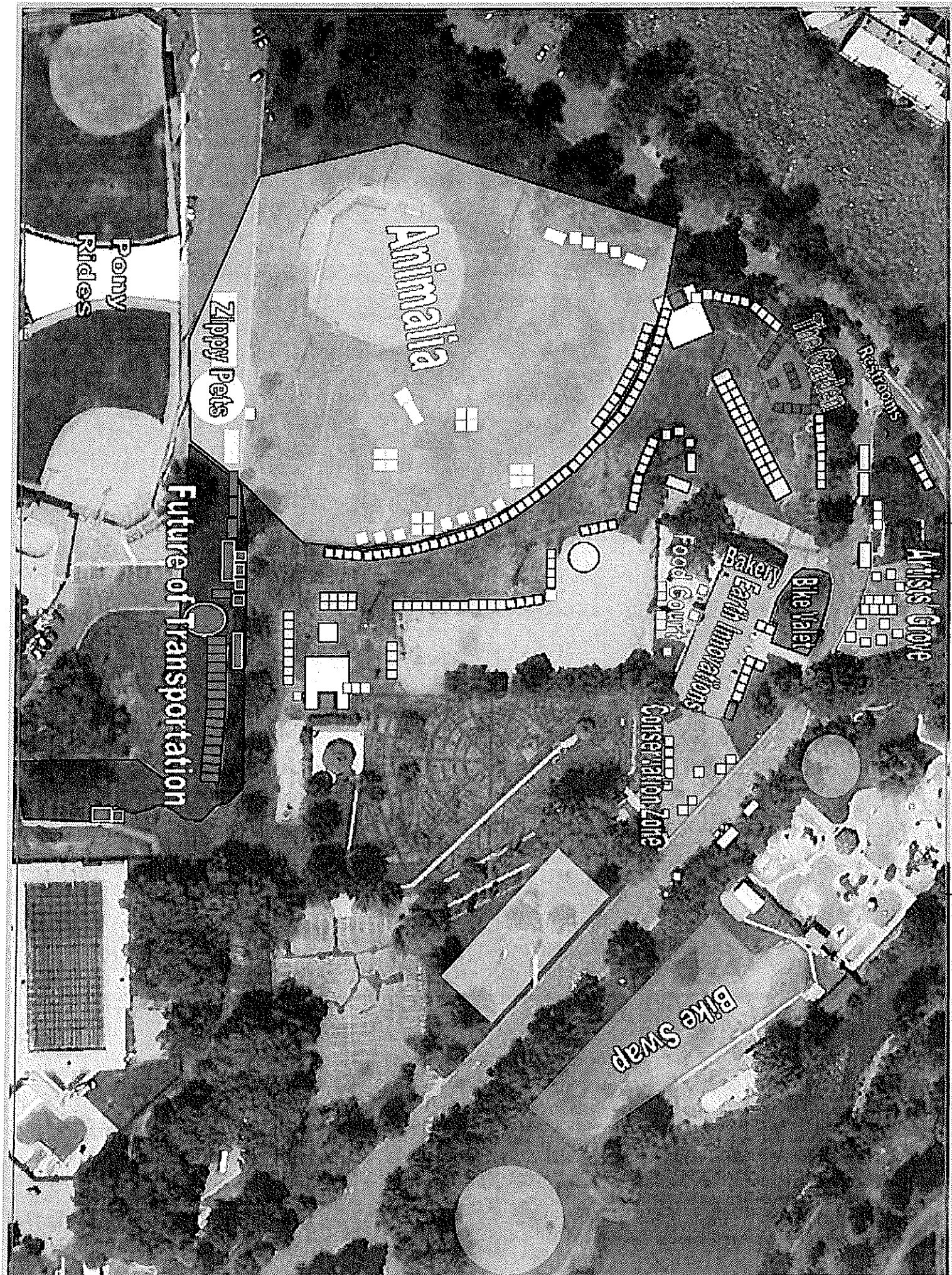
PARK RENTAL NUMBER: Idlewild Park

#### Violations of the below regulations can result in the loss of your deposit:

- Set up is park rental time as stated on the reservation sheet
- No driving on the lawn
- Vehicles can not be left in event area unless they are part of the display
- No glass containers on park property
- No stakes or spikes driven into park property
- All decorations must be removed by the event and its vendors
- No driving in event area during event hours
- No parking in the loading zone area – unload and move the vehicle
- No parking or blocking the sidewalk
- Vendors must dispose of grease according to Washoe County Health Department regulations
- If event is at City Plaza, no driving on the ice rink pad
- No damage to turf area or irrigation system
- Bounce house must provide its own portable generator
- Bounce houses must be set up on non-turf/non-plant areas
- Dunk tanks must have prior approval, removal of water must follow the regulations of the Washoe County District Health Department
- No dogs allowed during special events unless special permission has been granted (e.g., Paws in the Park – animals are the event)

### MAPS OF SPECIAL EVENT PARKS Site Plans

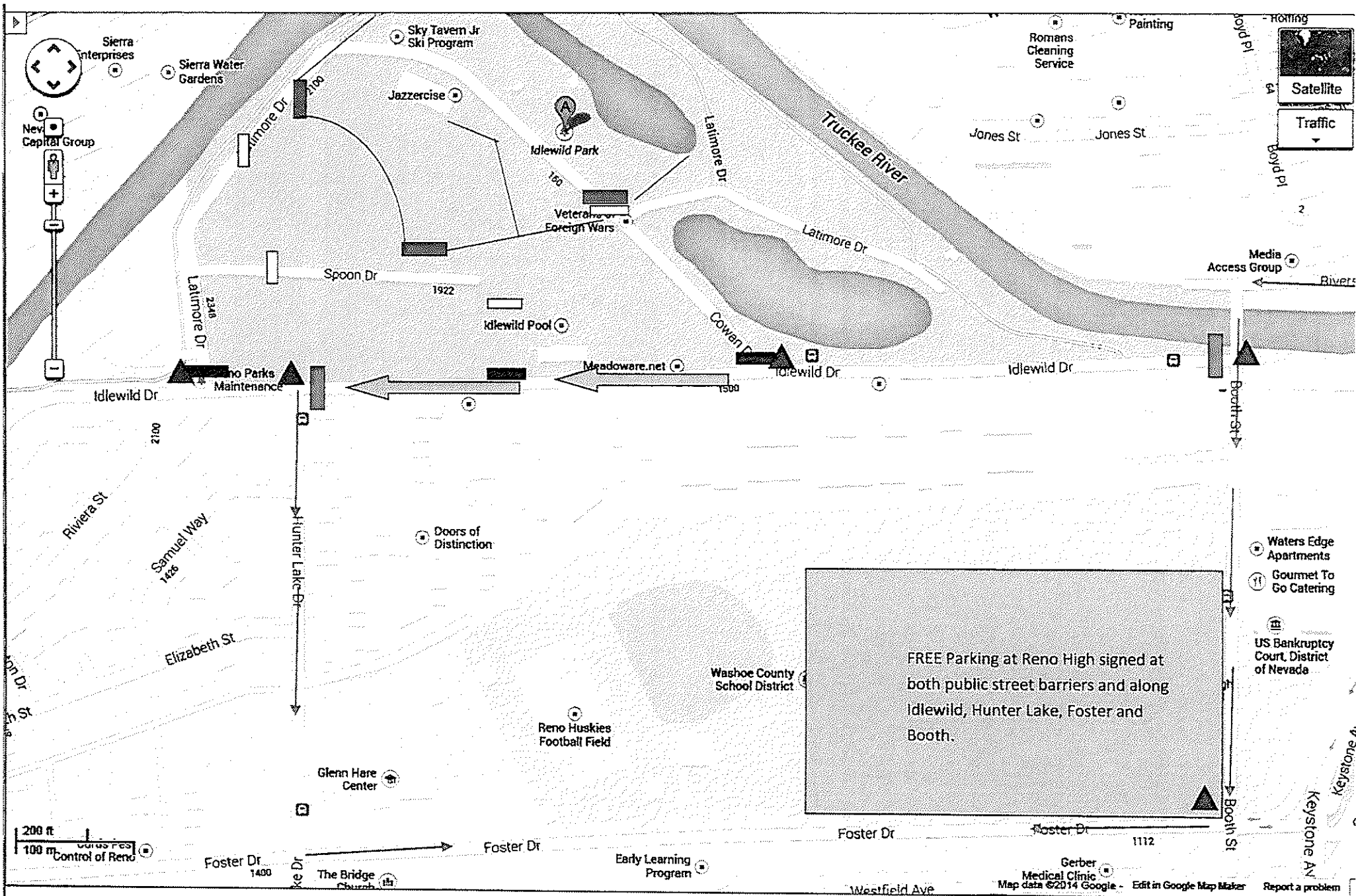
Maps of Wingfield Park, West Wingfield Park, City Plaza, McKinley, and Idlewild (3) are on the following pages. Please select the park that you are holding your event in and use the map provided to fill in your site layout.



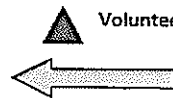
**SPECIAL EVENT & ACTIVITY PERMIT APPLICATION**  
**ATTACHMENT H**  
**SECURITY PLAN**

Name of Event	Reno Earth Day		
Event Date(s)	04/27/2014	Event Time(s)	10am-5pm
What is the type/theme/purpose of the event? (cars, motorcycles, food festival, music festival, foot race, etc.) Earth Day Festival			
Location of Event	Idlewild Park		
Does this event include the use of indoor venues? (Reno Events Center, Convention Center, etc.)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, specify venue(s):	California Building
Event open to the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is there an admission cost?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes \$
Estimated amount of attendees?	15,000	Average age of attendees?	1-100
Target demographic? (youth, seniors, families, athletes, etc.)	All		
Will there be music?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Live music (band) <input type="checkbox"/> DJ/Karaoke <input type="checkbox"/> Other:	
Will there be fireworks?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
Are there other events occurring on the same day?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Specify:	
Are there street closures?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> static closure (PW) <input type="checkbox"/> rolling closure (RPD)	
Is additional RPD traffic control required for the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will you be using volunteers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# of volunteers	100+
Volunteer Assignments: (Attach list of volunteer assignment positions and hours.)			
<input checked="" type="checkbox"/> entry/exit points <input checked="" type="checkbox"/> parking <input checked="" type="checkbox"/> Directional information <input checked="" type="checkbox"/> Traffic control (limited) <input checked="" type="checkbox"/> Other:			
Name of Security Company (must be licensed/bonded):	Used Securitas last year (2013) will quote and see, but will look to hire more than the 3 of last year's event with more specific duties.		
Attach list of assignments and hours. Include where and how security will be deployed (roving, on foot, stationary post, on bicycle, etc.)			

Attach a layout of the event to include vendor locations, alcohol points of sale, entry/exit points, volunteer locations and security locations.



- Public Street Barrier—Registered Participants Only—Paid Security Point
- Park Access Barrier— Parking Passes or Unload assignment required
- Foot Traffic Gate—No outside alcohol, glass, pets etc. beyond point—Paid Security Point
- Event Area—no parking or moving vehicles within point during event
- Temporary Fencing (metal event barricades)



Volunteer Stations with traffic direction and info

Entry and exit to Idlewild Dr. at Hunter Lake Barrier only. No access at Booth barrier.  
Traffic to flow around Idlewild using Booth, Foster and Hunter Lake. 450+ spaces of Free  
Parking at Reno High School—to be signed well along street and at barriers.

## Security and Traffic Control Plan – Reno Earth Day 2014

Night before set up and Overnight Security: Reno Earth Day (RED) expects to have 3 paid security overnight in the park this year to guard the fencing, signs, infrastructure we have set up the evening before. No special security or traffic control is projected to be needed for the evening set up. Supervised set up is planned from 5:00pm -- 8pm the night before (setting up fencing, barricades, power, space marking, signs, etc.), with security covering the park overnight to protect these items from 8:00pm to 5:00am Sunday morning.

Morning Set Up: Volunteers will arrive as early as 5:00am Sunday morning for staging and to barricade street closures, and Exhibitor set up is planned from 6:00am-10am. Volunteers will be posted at Gates -- Booth Idlewild entrance, Hunter Lake Idlewild entrance, and entrance C to Idlewild Park. Only registered exhibitors and volunteers have vehicle access to Park for unloading. Volunteers will be checking vehicles at these gates, recording license plates next to registered exhibitors and only those with parking passes will be allowed to park in the park. All others must park at Reno High. Volunteers will be enforcing parking within the park, and unauthorized vehicles will be towed.

During Event: Idlewild Drive at Booth will be closed to vehicles entering or exiting. Participants (mainly volunteers arriving throughout the day) will be instructed to detour along Booth to Foster and enter the park at the Hunter Lake Gate. Detour signs will be marked to utilize Foster to bypass Idlewild (and access free parking at Reno High) for both east and westbound traffic approaching the park on Idlewild Dr. Traffic control by volunteers will allow vehicles to enter and exit the park on Idlewild Dr. through the Hunter Lake and C entrances only. Residents of the apartment complexes on closed portion of Idlewild Dr. will be allowed to enter and exit through Hunter Lake and C entrance gates with ID noting Idlewild address.

Barricades will serve as fencing to create 3 controlled entry points to the controlled area of the event (alcohol beer garden, no glass, pets, outside alcohol). Paid security will be stationed at each of these 3 points from 10:00am -- 5:00pm when event closes. Signs on restrictions and alternatives will be posted to assist security with this control. Coolers will have to be checked for glass and alcohol.

Attached map shows the road closure blockades, entry gates for vehicles and parking, and entry points for controlled area of the event with paid security. Alcohol booths will be located this year in 2 locations, one at each stage, roughly at each of the two western-most entry points for the controlled area, which also serves as the beer garden.

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION

## ATTACHMENT B

### ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

\*For purposes of this application, Public Right-Of-Way is defined as any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.\*

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

### STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply: None

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St			Arlington Ave	from	to		
Ryland St to Pine St			Lake St	from	to		
Pine St to Court St			Wells Ave	from	to		
Court/State St to Mill St			Center St	from	to		
Mill St to First St			Sierra St	from	to		
First St to Second St			First St	from	to		
Second St to Commercial Row			Second St	from	to		
Commercial Row to Third St			Commercial Row	from	to		
Third St to Plaza St			Third St	from	to		
Plaza St to Fourth St			Plaza St	from	to		
Fourth St to Fifth St			Fourth St	from	to		
Fifth St to Sixth St			Fifth St	from	to		
			Sixth St	from	to		

If your event involves a location other than or in addition to those listed on the previous page, select the right-of-way impediment(s) that applies to your event.

☒ One-block street closure Location: Idlewild Drive from Booth to Hunter Lake. Date(s)/Time(s): April 27, 2014 6:00am - 6:00pm Sunday

☐ Lane closure Location (incl direction): \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

☐ Sidewalk occupancy Location: \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

☐ Other closure or use of public right-of-way (describe): \_\_\_\_\_ Date(s)/Time(s): \_\_\_\_\_

☐ ReTRAC Plaza\*- East (between Sierra St & Virginia St) Date(s)/Time(s): \_\_\_\_\_

☐ ReTRAC Plaza\*- West (between West St & Sierra St) Date(s)/Time(s): \_\_\_\_\_

\*Maximum uniform load is 125 pounds per square foot.

### STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

### PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

Traffic control plan + street closure should lessen traffic impact on area residents. Signs along street plan to keep traffic flow moving - incl. detours. Waste plan expected to minimize waste and refuse issues.

Where will event participants park?

Exhibitors park in park + on Idlewild (closed area). Public to park for free @ Reno High School.

**Press Release: (Date) FOR IMMEDIATE RELEASE**

**RE: Reno Earth Day at Idlewild Park – Sunday, April 27, 2014, 10am – 5pm**

**Title: Event Announcement and Street Closures**

The Reno Earth Day Celebration will be held this year on Sunday, April 27, 2014 – the week after Easter! Idlewild Park has long been the locations for this festive event, and the event continues to grow each year as more and more people flock to celebrate, learn and teach about the planet we all share. Last year, the event turned out 15,000-20,000 participants. As the event grows, the impacts of traffic in the neighborhood, both vehicle and pedestrian, continue to grow as well. Therefore, this year, in order to help mitigate this traffic congestion and keep traffic flowing near the park, Reno Earth Day will be closing the Idlewild Dr. directly in front of the park during the event.

Event Location: 1000 Idlewild Dr., Reno, NV 89501 – Idlewild Park

Street Closed: Idlewild Dr. between Booth and Hunter Lake.

Public traffic may bypass Idlewild Dr. in front of the park easily by using the Booth-Foster-Hunter Lake loop, and there is plenty of FREE Parking at Reno High School, only 1 block from the park.

Only vehicles with a valid parking pass for the event or residents on the street may enter at the Hunter Lake St. gate on Idlewild Dr. There will be no entry or exit to/from Idlewild Dr. at the Idlewild/Booth intersection during the event.

Please utilize the ample FREE parking at Reno High School, one of our gracious sponsors! No access restrictions for Pedestrians and Bicycles!

## **FOR INFORMATION**

Heather Howell  
phone 775-771-1828  
howellderosa@gmail.com  
www.renoearthday.com

# IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET

(MUST be completed at least 30 days prior to the event)

Event Name:

Reno Earth Day

Event Date:

April 27, 2014

Anticipated Number of Attendees: 15,000

Event Location:

Idlewild Park

Name

Address

Business Name

Do you have any special issues?

*(Please state)*